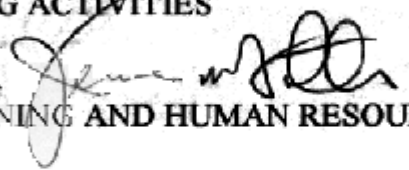




**Department of Energy**  
Washington, DC 20585

February 16, 2000

**MEMORANDUM FOR: HEADS OF TRAINING ACTIVITIES**

**FROM: JEROME M. BUTLER**   
**DIRECTOR OF TRAINING AND HUMAN RESOURCE DEVELOPMENT**

**SUBJECT: CROSS CUTTING TRAINING FORUM SURVEY**

Last October the "Cross Cutting Training Forum" (Forum) was made available as a tool for the Department of Energy's (DOE) training community. We will shortly be conducting a survey to get feedback on the use of the Forum, and also to ensure that the right people in each DOE training office are aware of its existence and potential. The Forum was conceived and developed by a working group, led by the Albuquerque Office, that addresses a commitment in the Corporate Training Business Plan to devise methods for reducing redundant training activities. The Forum is designed around a specialized list intended to improve the efficiency of federal and contractor training within the Department. Posting a message on the Forum results in almost instantaneous contact with training managers across the complex. The Forum also includes an activity summary feature that enables you to see the kinds of electronic correspondence that have been exchanged regarding needs for particular training courses. Since its implementation the Forum has been used by 15 DOE training organizations, and savings of over \$100,000 in course development costs have been reported.

Members of the Forum's working group, again led by the Albuquerque Office, will be contacting you by telephone to conduct the survey, hopefully minimizing the intrusion on your busy schedules. The survey will focus on two different user groups. The first will be those offices not using, or rarely using, the Forum. This is intended to ensure that the right point of contact in each training office is aware of the Forum, inform them of the benefits of the Forum, encourage its use, and solicit feedback on possible improvements. The second will be for those using the Forum on a more regular basis. The focus here will be getting feedback on what features of the Forum work best, and what could be improved about the Forum.

I hope you will make time available to work with the Forum's survey team. Your participation is an opportunity for you to recommend improvements to the Forum, and to ensure that this vital tool is reaching the right people. Questions regarding the survey may be directed to Dick Devine at 505-845-5229 (redevine@doeal.gov).

Thank you in advance for your assistance in this important undertaking.

cc: Tim Dirks  
Marcia Morris